

Classification

14

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REPORTS INVENTORY				DDS-OTR-LS-8	
PREPARE IN DUPLICATE				2. TYPE <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
1. TITLE OF REPORT (if a fill-in report include Form No.) ANNUAL PROGRAM CALL -- BUDGET ESTIMATES				3. FUNCTIONAL AREA <input type="checkbox"/> PERSONNEL <input type="checkbox"/> TRAINING <input type="checkbox"/> LOGISTICS <input type="checkbox"/> SECURITY <input type="checkbox"/> MEDICAL <input checked="" type="checkbox"/> FINANCE	
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) D/OTR	
7. FORMAT (memorandum, form computer print-out, etc) OTR Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT D/OTR	
10. PREPARING COMPONENT (include lowest level contributing information to report) C/LS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
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GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
GS-12	8.00	X	10	=	80.00
					1
					87.20